



REGULAR MEETING OF THE
BOARD OF DIRECTORS –
COUNCIL OF UNIT OWNERS OF MUTUAL 14
TUESDAY, MARCH 15, 2022

Resolution 107-112

Pursuant to notice previously given, a regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 14 – Condominium of Rossmoor, Inc. was held in the Sullivan room (directors) and via Zoom: 301-715-8592; (ID: 485 453 2048; Access Code: 672727) on Tuesday, March 15, 2022, at 9:30 a.m.

DIRECTORS PRESENT: Kathy Viney, President; Barbara Palmer, Vice President;
Ruth Hunter, Secretary (via Zoom); Gary Leber, Treasurer
Jane Carona, Director

DIRECTORS ABSENT: None

MANAGEMENT: Melissa Pelaez, Assistant General Manager
Danesca Pineda, Administrative Assistant- Mutual Services

VISITORS: Cathy Madden, John Loveday, Julie Gibbons, Leona O'Reilly, Carol Ames, Roger Blacklow, Maureen DeSouza, Harold Crisp, Jacqueline Rabinow, Sharman Dupree, Jim and Geneva Foster, Jim O'Neil, Ann Dukes, Gail Rosenberg-Baltrosky, Cindy Wright, Laura Burdick, Rick Kaiser

1. Call to order – President Viney called the meeting to order at 9:36 a.m.
2. Community Report – Ms. Melissa Pelaez presented the Community report for the month of March 2022.
3. Adoption of Agenda – The agenda was adopted as presented.
4. Approval of Minutes-
 - a. Approval of Minutes of February 15, 2022, Regular Board Meeting– The minutes were approved, as presented.
 - b. Approval of Special meeting minutes February 28, 2022.

-Upon motion duly made, the Board agreed,

To approve the special meeting minutes as amended.

Resolution #107, 3/15/2022

5. LWCC Report - Mr. Roger Blacklow presented his report which was also included in the agenda packet for all board members to review.
6. President's Report – no update currently.
7. Secretary's Report – Ms. Hunter presented the following report.
 - A. Unit Status Report – (Attachment from Ruth Hunter)
 - B. Journal Entry – A monthly journal entry is provided to the Board that reflects the tasks assigned under the LW Management and Operating Agreement.
8. Treasurers Report – Mr. Leber presented the list of invoices for approval.
 - (1) Invoice(s) under \$1,000.00 – - Upon motion duly made, the Board agreed,

To approve payment of the following invoice(s) **under-\$1,000.00:**

	<u>Amount:</u>	<u>GL Code:</u>	<u>Vendor/Invoice #/ Description/ Inv. Date #:</u>
1	\$184.00	620200-100006	<u>LWMC Invoice #208114</u> - Silcock burst in utility room-water all over living room and kitchen floor. A &A was called. Located extra valve and turned off. (Resident says had asked the mutual to have the outside spigot plugged 2 years ago) 3501 Forest Edge Dr. Unit 14-1F. Dated: 3/3/2022
2	\$55.63	620200-100006	<u>LWMC Invoice #207649</u> – 15-1A replaced dishwasher-charge for supply wire cut by contractor. Mutual charge per Ms. Viney Dated: 2/24/2022
3	\$124.00	621000-100006	<u>LWMC Invoice #207084</u> - Checked leak in utility closed, found bust pipes; turned off valve to outside pipe, called A &A for cleanup. Mutual charge per Ms. Viney. 3511 Forest Edge Dr. Unit 17-1B. Dated: 2/15/2022
4	279.00	620300-100007	<u>LWMC Invoice #207569</u> Building 10-17: Tested emergency lights for the month of

			February 2022. Replaced bulbs by units 12-3G and 14-2A. Dated: 2/23/2022
5	\$157.00	621000-100006	<u>LWMC Invoice 207721-</u> 15121 Glade Dr. Unit 13-1G. Per Ms. Viney (Mutual President) Resolution #389 dated 3/16/2021 authorizing PPD to re-assign invoice #188288 for \$157.56 to M Type: Snaked out kitchen drain line with k50 x 28" cleaned up cables. Dated: 2/24/2022
6	\$486.00	611800-100002	<u>J The Plumber Invoice #000573-</u> 17-1B: Found hose bib in utility closet froze and broke. Replaced 12" frost proof hose bib and section of copper pipe. Sealed around the hose bib and secured to the wall. 3 years parts and labor warranty. Dated: 2/18/2022
7	\$283.77	611800-100002	<u>J The Plumber Invoice #000596-</u> Installed customer supplied toilet in 15-1B Installed new wax seal, bolts, and supply line. Caulked the base of the toilet. Dated: 3/8/2022
8	\$646.01	611800-100002	<u>J The Plumber Invoice #000592-</u> 12-1E: Installed customer supplied kitchen faucet. Installed existing garbage disposal. Installed new dishwasher. Hooked up kitchen drain Dated: 1/26/2022
9	\$95.40	620200-100006	<u>Tiger Technologies Invoice #615113 -</u> Mutual-14.org Silver Spring Hosting (15 GB disk space) domain name renewal, website hosting, email hosting. Dated: 3/1/2022
10	\$714.52	620200-100006	<u>Reimbursement to Ms. Kathleen Viney –</u> for payment of compliance signs. Dated: 2/15/2022
11	\$135.00	611800-100002	<u>J The Plumber Invoice # 000603-</u> for 12-1E Kitchen; found ice maker line split and damaged from construction, gut out a section of ¼ ice maker tubing and reinstalled to refrigerate. Bled the air from the line and tested for leaks. Dated: 3/14/2022

Resolution #108, 3/15/2022

(2) Invoice(s) over \$1,000.00 – Upon motion duly made, the Board agreed,

To approve payment of the following invoice(s) over \$1,000.00:

1	\$1,385.00	611500	<u>Gloss Mendelsohn ATWA Invoice#392384</u> Progress billing in connection with the audit of the financial statements and related tax return preparation for the year end December 31, 2021.Dated: 3/7/2022
2	\$8,298.47	611800-100002	<u>Minkoff Company Invoice #16972-</u> Post remediation repairs 3500 Forest Edge B.15. Dated: 1/31/2022
3	\$2,880.00	620200-100006	<u>LWMC Invoice 207782</u> – Building 10, 13, 16 and 17 heaters. Per proposal \$720/building: 10,13,16,17. Installed on surface-, mount heater with dedicated circuit near the surface-mounted the fire control equipment in each building. Dated: 2/25/2022
4	\$1,097.00	621100-100018	<u>Dynalectric Invoice #41929-</u> Quarterly sprinklers temper/flow switch test. Dated: 2/21/2022
5	\$1,796.00	621100-100018	<u>Dynalectric Invoice #42024</u> – Building 15 3500 Forest Edge Dr. resident in B.10 G tier that horns in unit did not function. Dated: 3/7/2022

Resolution #109, 3/15/2022

9. Property Maintenance Report:

1) Project updates: Mutual President, Ms. Viney reported that building 12 is waiting on cabinet replacement for two-units, cabinet were damage. Building 14/15/17 are all done.

2) Proposal- Veirs Paving, J the Plumber, Regional Pest Management:

-Upon motion duly made, the Board agreed,

To approve Veirs Paving proposal dated March 1, 2022, for Concrete and Asphalt: Concrete: remove and replace 7 concrete ramps and 18” wide strip in front of the electric transformers. Remove and replace two areas of broken sidewalk for the sum of \$17,750.00 Asphalt: Dig out 5 large cracks in the asphalt and additional 20’x15’ area to a depth of 6 inches and haul

debris offsite for an additional \$11,150.00. To be paid on presentation of invoice out of Replacement Rev.

Resolution #110, 3/15/2022

-Upon motion duly made, the Board agreed,

To approve J the Plumber proposal/Estimate #001385 to snake out all 2” and 3” stacks from the roof for building 10-17 in Mutual 14 for the amount of \$10,140.00

Resolution #111, 3/15/2022

Upon motion duly made, the Board agreed,

To approve Regional Pest Management proposal dated 3/14/2022 for Bill Carport in the amount of \$1,196.00.

Resolution #112, 3/15/2022

10. Open Forum-

- * Ms. Jane Carona reported that a resident is putting together a fire safety presentation to present on Wednesday March 23, 2022, for details to come.
- * Ms. Cathy Madden asked- annual meeting is April 28, 2022, should the newspaper be done after the annual meeting? Ms. Viney and the rest of the board members agreed.
- * Ms. Laura Burdick reported that there are a lot of cigarette butts on the ground in front of building 15. Ms. Viney suggested to start putting bucket of sand in front of the building once the concrete work is done.

11. Next Meeting – Tuesday, April 19, 2022, at 9:30 a.m. Hybrid

12. Adjournment – The meeting adjourned at 10:38 a.m.

Ruth Hunter, Secretary